

25 February 1959

MEMORANDUM FOR: Chiefs of Support FE, EE, and PP
[redacted] Records Management Staff

SUBJECT: Ad Hoc Committee on CS Support Records

1. An ad hoc committee on CS Support Records is established to develop a uniform filing system for CS Support Records and a uniform records schedule for the disposition of such records.

2. The committee will consist of the following members:

a. [redacted], Chief Support FE Division,
Chairman;

b. [redacted] Chief Support EE Division;

c. [redacted] Chief Support PP Staff.

3. [redacted] of the Agency Records Management Staff has been designated to assist the committee in developing the system and schedule which should include the support record requirements of the DD/P and those of the DD/S.

4. In developing the system and schedule the committee should follow the policy that the CS will maintain the minimum volume of support records necessary to document operations and that maximum disposition of such records will be effected by retirement or destruction.

[redacted]
C. V. HULICK